

SELECTMEN'S MEETING
Town of Brownfield
October 27, 2009

Selectmen Present: Carol Brooks, Erik Walker and Cindy Willets

Others Present: Michelle Day, Richard Perreault and Cindy Walker

The meeting was called to order at 6:00 P.M. Warrants and minutes were reviewed and approved.

Frank was unable to be in attendance but information from his report was read to those present. Last Monday through Wednesday was spent stock piling winter sand. On Tuesday, Linscott Road was graded and trash was picked up. The remaining items were removed from the old garage to the new garage on Thursday. Frank took herbicide to MDEP in Portland and picked up parts for the loader on Friday.

Chief Perreault reported a fire alarm activation at a west Main Street residence; however, there was no fire. Baldwin has signed a mutual aid agreement with Brownfield and the Selectmen signed on behalf of Brownfield. The other tank truck will be ready to go shortly. A new motor was ordered from Jasper Engine out of Indiana. Once this truck is on the road, Brownfield will have two tank trucks. The new engine has a three year, 36,000 mile warranty. Erik told Dickie that Jasper Engine has a local sales representative that serves this area.

The Selectmen read from a report given by Tara Warren, Rec. Director, giving an update on activities at the Recreation Department. *Cleaning, organizing and painting continues, *website updated, *invites to vendors for STUD event, *Halloween Party organized, *wrap-up of Soccer season and *basketball signups. There is still much more heavy-duty cleaning to be done such as shampooing the rugs and waxing/buffing the vinyl floors. Carol spoke with Dave Powers who offered to let the Town borrow some of their cleaning equipment for use at the BCC. One of the school's janitors might be willing to donate time to help or maybe a small stipend can be offered. Cindy has offered to contact Home Depot to see if they have any reduced cleaning supplies or paints/brushes. Weatherization of the building is underway and an updated security system is in place. Sunday, November 22nd from 3-5 P.M. is scheduled for a clean-up day followed by a potluck supper Rec. Meeting. Also, the STUD (Shop 'Til U Drop) event is planned for December 5th from 9-3. Vendors are wanted and bakers are needed for the bake sale. Please contact the Recreation Department at 935-3800 or any of the members for more information. Carol has spoken with Ward Simonton and has given him the information necessary to proceed with the new sign for the BCC. The PW Department may be asked to help remove the old Brownfield School sign and install the new Brownfield Community Center sign.

Since the return of keys continues to be a problem with Town buildings, Cindy made a motion that was seconded by Erik to make it a policy that any and all Town property (keys, uniforms, etc.) be returned to the Town Office prior to the issuing of a final paycheck. All were in favor.

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Carol had received information from a Denmark Selectman that TRIO had recently been to their Town Office to train staff and the office was closed while this took place. Since the Brownfield Town Office has had some software issues, it would have been convenient if this training could have been shared between these neighboring towns. A call will be made to TRIO to discuss staff training.

Stuart Smith's property was discussed and progress continues to be made. It was reiterated that April 1st is the cutoff for property changes and reference was made to the State Statute that pertains to this ruling. Erik will meet again with Stuart to update him.

Erik made a motion that was seconded by Carol to adjourn at 7:25 P.M. All were in favor.

Respectfully submitted,

Julie A. Watkins
Town Administrator

SELECTMEN'S MEETING
Town of Brownfield
November 10, 2009

Selectmen Present: Carol Brooks, Erik Walker and Cindy Willets

Others Present: Jenn Coen & Matt Coen, Michelle Day, Jim Ireland, Richard Perreault and Cindy Walker

Workshop mode of meeting was opened at 5:20 P.M. Regular meeting was called to order at 6:02 P.M. and warrants were reviewed and approved.

Frank is on vacation this week and not available for tonight's meeting. The PW Department spent last week hauling gravel for and grading and ditching on the Farnsworth Road.

Chief Perreault reported a quiet week for the Fire Department; however, they spent Sunday training on the trucks. The Selectmen were given paperwork to sign for the upcoming Turkey Shoot planned for Monday, November 23rd at 7:00 P.M. to be held at the Brownfield Community Center.

Carol brought up the subject of purchase orders and asked what the maximum purchase limits were for each department before requiring pre-approved authorization from the Selectmen. The Town's Purchase Order Policy states that the limits are as follows: PW Department - \$1,200, Fire Department - \$1,200, Town Office - \$500 and Rec. Department - \$200. Emergencies are excluded from these spending caps.

Jim Ireland reported that Richard Welch went to a training and picked up some valuable information. The DEP is going to create a tool that will safely puncture the one-pound propane tanks allowing any trapped gas to vent. Once these have been vented, they can be added to the steel recycling bin with other steel and the Town will get money back instead of paying to have these propane tanks disposed of. The Transfer Station had a good October revenue wise averaging over \$150/week. Richard will probably attend four to five more trainings over the next year or two. Jim had to contact the Town's electrical contractor to repair the switch on the number one hopper. As budget season approaches, the Selectmen might want to consider not having the Transfer Station open on Mondays since Jim feels there may not be enough business to warrant being open this extra day.

The LD1 report needs to be mailed by November 15th and the Selectmen will meet Saturday, November 14th at 9:00 A.M. in order to complete this report.

Since Frank is on vacation, Richard Norcross reported on the progress of the fuel tank installation at the new garage. The State Electrical Inspector was very happy with the work done by the Town's electrical contractor, Wayne Adams, and asked if he would be willing to install a ground interrupter switch for the diesel tank. This is not mandatory; however, if it was being requested by the State Electrical Inspector it was deemed

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appropriate to go ahead with. It is a requirement that no gas vehicles be allowed in the regular bays of the garage and the State Inspector has randomly checked on this and the Town has been in compliance.

Discussion then followed on the van that has been offered to the Town. Dick Norcross and Chief Perreault put the van up on the lift and went over it to determine its mechanical soundness. The van could use four new tires, the ABS light is on and there is a minor exhaust leak. However, the only immediate concern was the purchase of new tires. The Rec. Committee was asked if they felt they could chip in towards the purchase of these tires. Since there is money left in their summer camp mileage fund, it was felt that this was an option. Regular maintenance would be performed by the PW Department since they work on all Town vehicles, and Frank does not feel this would be a problem. Insurance for the year for full coverage and liability would be approximately \$500. The legal department at MMA had no problem with the Selectmen accepting this van. Carol Brooks made a motion to accept the gift of the van from Mike & Linda Stella of Woodland Acres Campground. Erik seconded the motion and all were in favor.

The Town Office will follow the schedule listed below for the upcoming holiday season:

- * Closed Thursday and Friday, November 26th and 27th
- * Re-Open Saturday, November 28th from 8-11 A.M.
- * Closing at Noon on December 24th and Remaining Closed on December 25th
- * Re-Open Saturday, December 26th from 8-11 A.M.
- * Closing Friday, January 1st
- * Re-Open Saturday, January 2nd from 8-11 A.M.

Ward Simonton has finished the new sign for the Brownfield Community Center. The PW Department will coordinate with the Fire Department if they need equipment and/or assistance with installation. The old "Brownfield School" letters will be given to the Historical Society.

Erik Walker made a motion that was seconded by Carol Brooks to adjourn at 7:00 P.M. All were in favor.

Respectfully submitted,

Julie A. Watkins
Town Administrator

SELECTMEN'S MEETING
Town of Brownfield
November 3, 2009

Selectmen Present: Carol Brooks, Erik Walker and Cindy Willets

Others Present: Jenn Coen & Matt Coen, Alvina Day, Michelle Day, Richard Norcross, Richard Perreault, Linda Pestilli, Cindy Walker and Tara Warren

The meeting was called to order at 6:00 P.M. Warrants were reviewed and approved.

Frank Day reported that last Monday was spent doing shoulder work on Porter Road and Moore Road, ditching on Farnsworth Road, grading on Lewis Road, Burnt Meadow Road and Dugway Road and handling administrative paperwork. On Tuesday, Ernie and Jeff went to a workshop in Augusta on Traffic Control and Work Zone Safety while Frank performed ditching on Farnsworth Road. Wednesday and Thursday were spent hauling winter sand and performing vehicle maintenance. On Wednesday, Pike Industries finished paving on Moore Road. More ditching was also done on Farnsworth Road on Thursday. Frank also discussed a maintenance program for the furnace at the new garage and will get several estimates before moving forward. The PW Department also took down the American flags and replaced them with the new swivel poles and the seasonal flags supplied by the Beautification Committee. Several of these American flags will have to be replaced since they are tattered and torn. Michelle also mentioned that a pumpkin was residing on the hand of the monument at Bean Spring Park following Halloween. Lucas Tree will inspect the tree across from the Grove's property on Haley Town Road while they are in town doing work for CMP.

Chief Perreault reported a quiet week. Tank truck #1 is on the road and in service. The annual Turkey Shoot will be held on Monday, November 23rd at the Brownfield Community Center starting at 7:00 P.M.

Julie Watkins brought before the Selectmen an offer of a 1996 Ford Econoline Van that Mike and Linda Stella of Woodland Acres have agreed to donate to the Town. The majority of the usage is expected to be by the Rec. Department for transportation during summer camp field trips, sports tournaments, travel leagues, etc. MMA highly recommends the usage of a town-owned van for transportation during Town-sponsored activities to especially limit liability of Town employees that have previously used their own vehicles for this purpose. In order to meet MMA and Department of Labor guidelines, a Town employee age 18 and over must review a power point presentation and show capable driving skills in order to be covered under the Town's policy. The Fire Department has offered to help with the skills portion of the training. This special training is required on coverage for all 15-passenger vans. Insurance for a full year is \$506, and this premium will not be due until renewal of the Town's policy in 2010. Several Rec. Committee members were in attendance and voiced their support for the acceptance of this van. Julie was asked to follow up with the legal department at MMA

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to see if they had any concerns. Meanwhile, Eric made a motion that was seconded by Carol to tentatively accept the donation pending mechanical inspection and legal advice. All were in favor.

Discussion followed on getting new keys at the BCC or changing the code since the same code has been in effect since when the building was used as a school. Julie will follow up on this with the local security firm.

Following a brief discussion, Carol made a motion that was seconded by Erik to start each weekly selectmen's meeting with a workshop at approximately 5:15 P.M. with the regular business portion of the meeting starting at 6:00 P.M. Cindy reminded them that she most likely would not be able to be in attendance until 6:00 P.M. The camera will be turned on at 5:15 P.M. but no official minutes will be taken. All were in favor.

No new TRIO training actually took place in Denmark as had previously been reported. Carol will follow up with the Denmark Selectman she spoke to at the time to straighten this out. The Selectmen signed abatements for veteran's exemptions that were miscalculated.

At 8:35 P.M., Erik made a motion that was seconded by Cindy to adjourn. All were in favor.

Respectfully submitted,

Julie A. Watkins
Town Administrator

SELECTMEN'S MEETING
Town of Brownfield
November 17, 2009

Selectmen Present: Carol Brooks, Erik Walker and Cindy Willets

Others Present: Frank & Alvina Day, Michelle Day, Richard Perreault and
Cindy Walker

Workshop mode of meeting was opened at 5:15 P.M. Regular meeting was called to order at 6:10 P.M. and warrants were reviewed and approved.

Frank reported that he was on vacation last week. Ernie and Jeff hauled gravel to and worked on Farnsworth Road. Work on this road is done for the present. Trash was picked up and equipment was being used to clean out culverts on Tuesday. This work was performed without Dig Safe and a cable was cut. Frank is waiting to hear from the State regarding any possible penalties. Wednesday was a holiday. Thursday was spent cleaning out more culverts – by hand. About 10% of the culverts have been cleared. Out of the 27 American flags taken down, 11 need to be replaced. Some of the poles also need to be replaced and the flags are 3'x5' in size. Frank will look into the prices of replacement poles and flags. Carol asked what the condition of Farnsworth Road was and if there were any proposed plans to pave this road. Frank assured her that paving was not an option any time soon. He also needs to meet with Fryeburg's PW Director to see if they are planning on plowing in from the Haley Town Road end. There is approximately one mile left of the Farnsworth Road that still needs to be repaired.

A lengthy discussion followed on purchase order procedures. After much consideration and debate, Erik made a motion that was seconded by Carol whereby the PW Department is exempt from pre-authorized purchase orders as long as the PW Director operates within the Town-approved budget. Cindy was opposed to this motion but it carried by a vote of 2-1.

Chief Perreault reported a quiet week for the Fire Department. A reminder that the annual Turkey Shoot is being held next Monday, November 23rd at 7:00 P.M. at the Brownfield Community Center.

A benefit supper for the family of Clayton Eastman who lost his hay barn to a fire is scheduled for Saturday, November 21st at 4:30 P.M. at the Masonic Hall.

In preparation for the new sign at the Brownfield Community Center, a couple of phone calls will be made to see if there is a cherry picker available to help install the 2'x12' sign. The security code at the BCC has been changed and a note advising anyone using the building that does not have the new code to contact the Town Administrator or Rec. Director.

Several of the local R/E brokers will be called to get estimates on the value of the old town garage. The electricity will remain on so viewing is easier.

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Carol made a suggestion that the Selectmen try to meet once a month on a Saturday to try and get more work done. This meeting would be in the form of a workshop. It was determined that, starting in January, the second Saturday of each month from 9-11 A.M. will be a workshop meeting of the Selectmen.

Lighting towards the right front side of the Town Office is poor and the Oxford County Sheriff's Department will be contacted to see if they will leave the light on in front of this building. It is possible that the light could be put on a sensor that would automatically turn on at dusk.

Carol brought up that the Budget Committee was set up to have nine (not seven) elected citizens along with the PW Director, Treasurer and Selectmen. There are people interested in joining this Committee if not all positions are filled. Julie will look into this.

In the 2001 Town Report, it stated that for all town meetings, Selectmen will notify registered voters by US Postal Service of these upcoming meetings. The question was raised as to whether it will take a vote of the Town to do away with this article or, if this article was not repeated, is it no longer valid anyway. The Town Clerk will check with the legal department of MMA.

Erik brought up Stuart Smith's property and the wording of the Town's current Land Use Ordinance where the word "dwelling" is used instead of "building". He has created a formula that can be used when using a building's footprint to determine taxation instead of the customary "buildable base". After some discussion, Erik made a motion to abate parcel R14-027-00B in the amount of \$269.70. Carol seconded. It will be requested of the Tax Collector to write out an abatement for the Selectmen to sign. Cindy opposed this motion which passed by a vote of 2-1. It was then determined that a motion was not necessary but that the Tax Collector would be advised of the Selectmen's decision.

Erik made a motion that was seconded by Carol to adjourn at 8:15 P.M. All were in favor.

Respectfully submitted,

Julie A. Watkins
Town Administrator